

# MATTHEWS COMMUNITY CENTER—RENTAL INFORMATION

## THE FULLWOOD THEATER—CAPACITY 362



### THE STAGE:

- 34' Wide at the proscenium
- 35' deep from apron edge to upstage cyclorama
  - (4' crossover behind).
- 11' high at the proscenium
- 25' high flies - with catwalk above
- 16' wing space (minimum)
- Motorized, side pull, curtain (red)
- Midstage traveler (black, manual pull)
- Upstage traveler (black, manual pull)
- 6 adjustable legs
- Motorized upstage flybar

### PERFORMER ACCOMMODATIONS:

- 2 dressing rooms, one flight above stage
- 5 position male dressing space
- 10 position female dressing space
- Restrooms for each dressing space
- Monitoring available

### PRICING:

#### MATTHEWS RESIDENT (ZIP 28105)

- **Non-Profit Groups**- \$525.00/8 consecutive hours
  - Additional Hours- \$70.00 per hour
  - Day-Before Rehearsal- \$70.00 per hour (2-hr minimum)
  - Use of Main Lobby Area- \$60.00 per event
- **Groups w/o Non-Profit Status**- \$850.00/8 consecutive hours
  - Additional Hours- \$95.00 per hour
  - Day-Before Rehearsal- \$90.00 per hour (2-hr minimum)
  - Use of Main Lobby Area- \$85.00 per event

#### NON-MATTHEWS RESIDENT

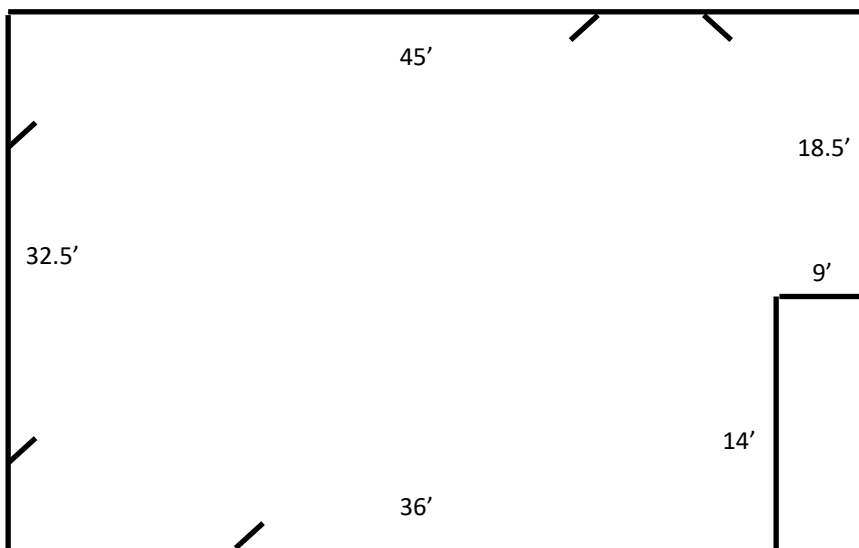
- **Non-Profit Groups**- \$575.00/8 consecutive hours
  - Additional Hours- \$80.00 per hour
  - Day-Before Rehearsal- \$80.00 per hour (2-hr minimum)
  - Use of Main Lobby Area- \$70.00 per event
- **Groups w/o Non-Profit Status**- \$950.00/8 consecutive hours
  - Additional Hours- \$115.00 per hour
  - Day-Before Rehearsal- \$115.00 per hour (2-hr minimum)
  - Use of Main Lobby Area- \$110.00 per event

### OTHER FEES

- Technician Fee- \$35.00 per hour
- Refundable Security Deposit- \$200.00
- Ticket/Merchandise Sales- \$150.00\*\* See pg 6

# MATTHEWS COMMUNITY CENTER—RENTAL INFORMATION

## COMMUNITY ROOM—CAPACITY 114



### COMMUNITY ROOM AMENITIES:

Fifteen 8-foot rectangle tables  
Nineteen 5-foot round tables  
120 black folding banquet chairs  
Caterers kitchen \*Additional Charge— See pg 6\*  
(Ice machine, oven, refrigerator, microwave, sink)  
Access to private restrooms

### PRICING:

#### **MATTHEWS RESIDENT (ZIP 28105)**

Non-Profit Groups- \$65.00 per hour  
Individuals/Groups w/o Non-Profit Status- \$95.00 per hour

#### **NON-MATTHEWS RESIDENT**

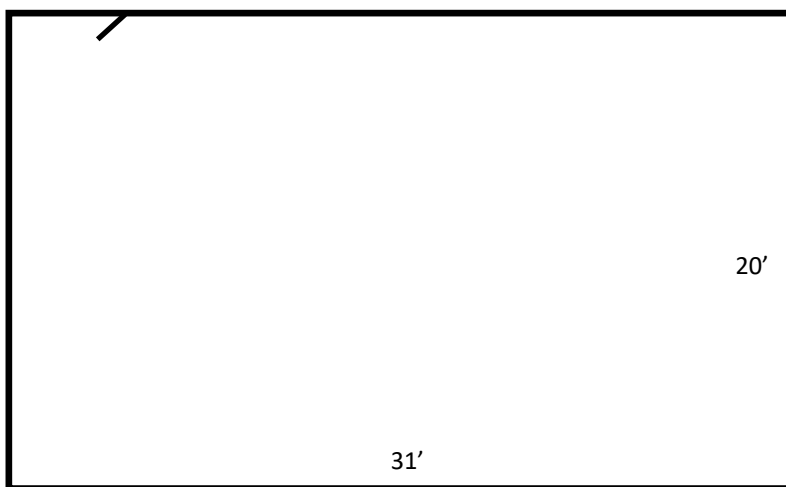
Non-Profit Groups- \$75.00 per hour  
Individuals/Groups w/o Non-Profit Status- \$105.00 per hour

### OTHER FEES:

Refundable Security Deposit- \$100.00 no food/\$200.00 with food

# MATTHEWS COMMUNITY CENTER—RENTAL INFORMATION

## CONFERENCE ROOM—CAPACITY 30



### CONFERENCE ROOM AMENITIES:

Eight 8'x17" rectangle tables

Approx. 30 folding chairs

Whiteboard

Large-screen TV with laptop hookup capabilities

### PRICING:

#### **MATTHEWS RESIDENT (ZIP 28105)**

Non-Profit Groups- \$30.00 per hour

Individuals/Groups w/o Non-Profit Status- \$70.00 per hour

#### **NON-MATTHEWS RESIDENT**

Non-Profit Groups- \$40.00 per hour

Individuals/Groups w/o Non-Profit Status- \$85.00 per hour

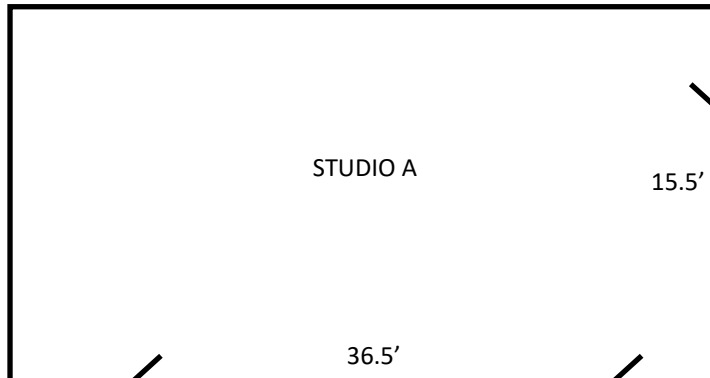
### OTHER FEES:

Refundable Security Deposit- \$100.00 no food/\$200.00 with food



# MATTHEWS COMMUNITY CENTER—RENTAL INFORMATION

## STUDIO A & CLASSROOMS—CAPACITY 25



### STUDIO A & CLASSROOM AMENITIES:

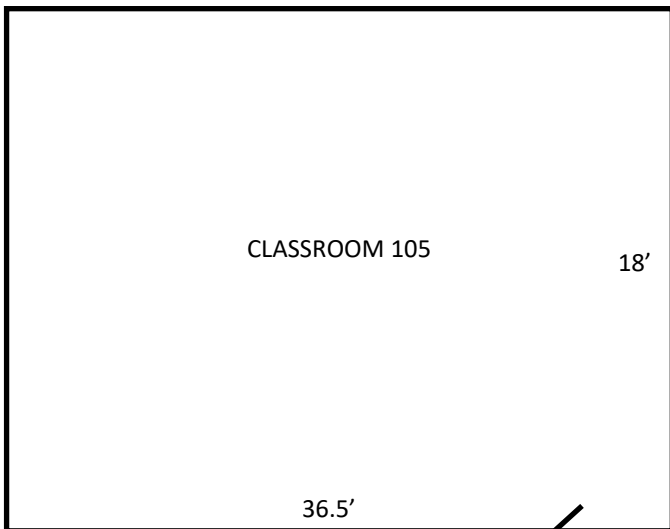
Four 8-foot rectangle tables

Approx. 30 folding chairs

Whiteboard

Kitchenette (Studio A only)

Access to caterers kitchen (Studio A only)



### PRICING:

#### **MATTHEWS RESIDENT (ZIP 28105)**

Non-Profit Groups- \$25.00 per hour

Individuals/Groups w/o Non-Profit Status- \$70.00 per hour

#### **NON-MATTHEWS RESIDENT**

Non-Profit Groups- \$35.00 per hour

Individuals/Groups w/o Non-Profit Status- \$80.00 per hour

### OTHER FEES:

Refundable Security Deposit- \$100.00 no food

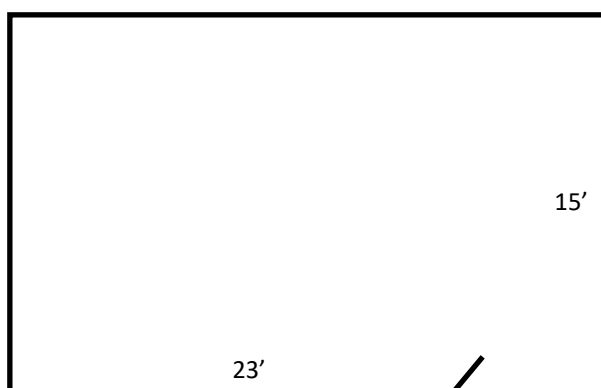
\$200.00 with food

### NOTES:

Multiple classrooms available for rental; 105 (pictured), 203, and 204. Classrooms 203 & 204 are carpeted rooms without an exposed brick wall. Capacity for Classroom 204 is 30.

# MATTHEWS COMMUNITY CENTER—RENTAL INFORMATION

## STUDIOS B & D—CAPACITY 20



### PRICING:

#### **MATTHEWS RESIDENT (ZIP 28105)**

Non-Profit Groups- \$20.00 per hour

Individuals/Groups w/o Non-Profit Status- \$50.00 per hour

#### **NON-MATTHEWS RESIDENT**

Non-Profit Groups- \$30.00 per hour

Individuals/Groups w/o Non-Profit Status- \$55.00 per hour

### STUDIO B & D AMENITIES:

Three 8-foot rectangle tables

Approx. 25 folding chairs

Whiteboard

Kitchenette (Studio D only)

### OTHER FEES:

Refundable Security Deposit

\$100.00 no food

\$200.00 with food

# MATTHEWS COMMUNITY CENTER—RENTAL INFORMATION

## KITCHEN



### KITCHEN AMENITIES:

Ice Machine  
Oven  
Refrigerator  
Microwave  
Ample Counter Space

Access to the Community Room and  
Studio A only

### PRICING:

#### **MATTHEWS RESIDENT (ZIP 28105)**

Non-Profit Groups- \$30.00 flat fee  
Individuals/Groups w/o Non-Profit Status- \$65.00 flat fee

#### **NON-MATTHEWS RESIDENT**

Non-Profit Groups- \$40.00 flat fee  
Individuals/Groups w/o Non-Profit Status- 80.00 flat fee

### MATTHEWS COMMUNITY CENTER FACILITY RENTAL NOTES:

- All renters are responsible for their own setup, breakdown, and trash disposal within the dumpster on site. All pre-set rooms are allowed to be rearranged however the renter sees fit, however we do ask that the space be reset to its original state before the renter departs.
- Designated facility rental hours are as follows: Monday-Friday: 9:00am-10:00pm, Saturday: 9:00am-9:00pm, Sundays: 1:00pm-6:00pm. Rentals that are held beyond the designated facility rental hours will incur an additional charge of \$30.00 per hour.
- Renters are allowed to **serve not sell** alcohol at their events with the approval of ToM Police Department. An additional security deposit of \$100.00 will be required for the serving of alcohol. \*Beer & wine only\*
- On-site monetary exchange (tickets, merchandise, concessions) is **prohibited** unless prior approval is obtained by the ToM Board of Commissioners and will require an additional deposit of \$150.00.